

Office Rules, Policies and Procedures for Accessing/efiling Court Documents

The Aransas County District Clerk's Office is a Government Office with public access to most records filed here. The Clerk's staff continuously tries to keep the office organized, efficient and hazard free. The following rules and reminders allow us to provide safe and efficient service to our customers:

1. Counter space is very limited and is used for filing documents, making payments, purchasing copies and processing passport applications. Documents that you compose or forms must be completed prior to bringing them to our counter for filing.
2. Two public terminals for access to the court files are provided for your convenience, however space is limited. Please limit your terminal usage time to 15 minutes to allow access for others needing to view the court files electronically.
3. If your cell phone rings while in our office, please silence it. If it is necessary for you to answer your phone or make a call, please step outside the office to do so.
4. When visiting the District Clerk's Office, please do not bring in personal items in more than one small bag. In case of an emergency you may not be able to remove these items and they could be a hazard to you, my deputies or other customers.
5. The District Clerk's Office charges \$1.00 per page for copies of any document filed in the office and the fee must be paid before leaving the clerk's office.
6. Efiled documents that are submitted less than 24 hours prior to a court hearing may not have time to be processed before court and therefore may not be available at the hearing. The filer is responsible for bringing a paper copy of the filing to the court hearing as a courtesy copy for the court. As of our mandatory efiled deadline of January 1, 2016, documents that are required to be efiled will not be accepted for filing in paper copy in court.

Thank you,
Pam Heard
Aransas County District Clerk